

National Aeronautics and
Space Administration



EXPLORE SMALL BUSINESS

where small business makes a **BIG** difference

OSBP Learning Series:
The Reboot of the
NASA Mentor-Protégé Program

Speaker: Mr. David E. Brock
April 15, 2020



Housekeeping

- If you have any questions during the presentation, please enter them into the CHAT BOX.
- We will have a formal Q&A after the presenter concludes.
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1A = YES

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2A = OSBP Website

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About the NASA Office of Small Business Programs

The NASA Office of Small Business Programs (OSBP) is located at Headquarters in Washington, D.C. and is under the leadership of Associate Administrator Glenn A. Delgado.

Our vision is to promote and integrate all small businesses into the competitive base of contractors that pioneer the future of space exploration, scientific discovery, and aeronautics research.

The NASA OSBP webinar series offers in-depth training relevant to small businesses; and provide the opportunity to ask questions directly to key points of contacts at the Agency.

Meet the Presenter



David E. Brock currently serves as the NASA Mentor-Protégé Program Program Manager and Small Business Specialist at the NASA Marshall Space Flight Center in Huntsville, Alabama.

In his role as the NASA MPP Program Manager, he works closely with NASA large business prime contractors and small businesses to help forge relationships designed to grow the technical and business capabilities of small businesses under NASA approved Mentor-Protégé Agreements. As SBS, he provides strategic guidance and direction in the planning, coordination, and implementation of the NASA Small Business Program at MSFC.

Mr. Brock entered the Federal sector in December 1984. He has been actively involved in the NASA Small Business program for more than 34 of his 36 years of service. He is a graduate of Gadsden Business College, Snead State Community College, and the University of Alabama at Birmingham.

Mr. Brock is a native of Boaz, Alabama, has been married to his wife Shirley for 45 years, has one son, and three grandchildren.

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NASA MENTOR-PROTÉGÉ PROGRAM

Purpose of the NASA Mentor-Protégé Program

To provide incentives for NASA contractors to assist eligible small businesses, as defined in NASA Federal Acquisitions Regulation (FAR) Supplement (NFS) 1819.72, in enhancing their capabilities to perform as prime contractors, subcontractors, and suppliers under Government and commercial contracts.

Background

- Team met with Glenn A. Delgado, Associate Administrator, NASA Office of Small Business program (OSBP) in early November 2019 to discuss proposed edits to all NASA MPP forms and documentation and to discuss new approach for processing agreements.
- Final edits were made in December 2019, and submitted through NASA OSBP to graphics for rebranding.
- Rebranding was completed in late February 2020.
- On March 1, 2020, the NASA/MSFC SB Office started accepting new MPAs.
- All MPP Forms and Documentation can be accessed on the NASA OSBP Website at: <https://osbp.nasa.gov/mpp/index.html> under “Templates and Forms”.

NASA MPP Documents and Forms Online

- Agreement Checklist
- Mentor Annual Report Template
- Mentor Application Template
- Mentor-Protégé Agreement (MPA) Template
- MPA Guidebook
- Protégé Application Template
- Protégé Post-Agreement Report Template
- Protégé Annual Report Template

What's New?

- Creation of a new dedicated NASA MPP Inbox for processing all NASA MPP related documentation:

MSFC-NASAMentorProtegeProgram@mail.nasa.gov

- Establishment of a new dedicated Phone number for receiving inquiries specific to the NASA MPP only: 256-544-7768

Role of the NASA MPP PM and Team

- MSFC is now the lead Center for coordinating and managing the program from a headquarters perspective with participating Centers to ensure successful program execution.
- David Brock, MSFC Small Business Specialist (SBS), is the NASA MPP Program Manager (PM).
- Responsibilities include the following:
 - Program oversight and direction.
 - Approving agreements...PM has 30 business days (excluding holidays) to review agreements.
 - Rejecting agreements.
 - Reviews and reporting requirements.

NASA Mentor-Protégé Program Team

- **David Brock**, NASA Marshall Space Flight Center (MSFC)
- **Esther Veras**, NASA Marshall Space Flight Center (MSFC)
- **Cheryl Webb**, NASA Marshall Space Flight Center (MSFC)
- **Renee Crews**, NASA Headquarters, Office of Small Business Programs
- **LaRia Land**, NASA Headquarters, Office of Small Business Programs
- **Robert Hagstrom**, NASA Headquarters, Office of Small Business Programs
- **Laurie Boehm**, NASA Kennedy Space Center (KSC)

Active NASA Mentor-Protégé Agreements (MPAs)

NASA Center	Mentor	Protégé	Protégé's SB Classification(s)	Contract No.	MPA Duration	End Date
GRC	KBRWyle Technical Solutions, LLC	Show Me Quality Consulting, LLC	WOSB	NNC16BA04B	24 Months	07/26/2020
JSC	KBRWyle	Bobbie Jessie, LLC d.b.a. JES Tech	EDWOSB, SDB, WOSB	NNJ15HK11B	36 Months	09/09/2021
KSC	a.i. Solutions, Inc.	Red Canyon Software	HUBZone certified, SDVOSB	NNK17LA01C	24 Months	10/01/2020
MSFC	Jacobs	JBS Solutions, Inc.	HUBZone certified, SDB, WOSB	80MSFC18C0011	24 Months	04/30/2022

Mentor Eligibility and Participation Requirements

- Mentor must be eligible for receipt of government contracts.
- Mentor must be approved by the NASA MPP PM...Approvals good for six years.
- Mentor must be a large prime contractor performing under a NASA contract with an approved subcontracting plan.
- There is No limit on number of agreements a mentor can have.
- Mentors can simultaneously have multiple agreements with various protégés.

NASA MPP – Approved Mentors List

Mentor Name	Mentor POC	Phone No.	E-mail Address
a.i. Solutions, Inc.	B. Steve Owens	321-867-0670	steve.owens@ai-solutions.com
Aerojet Rocketdyne	Georgina (Gina) Gastelum	818-586-2361	georgina.gastelum@rocket.com
Assurance Technology Corporation (ATC)	Michael Renfroe	978-369-8848	mrenfroe@assurtech.com
CSRA, LLC	Bruce Moore	256-947-5033	bruce.moore@gdit.com
Enterprise Services, LLC	Jeff Henderson	703-736-4015	jeff.henderson@perspecta.com
Hamilton Sundstrand Space System International, Inc.	Mark Beardslee	860-654-6897	mark.beardslee@utas.utc.com
Honeywell International, Inc. (Aerospace-Glendale)	Cruz Andino Vargas	787-658-2289	cruz.andino@honeywell.com
Jacobs Technology, Inc	JoAnn Belt	256-961-1769	joann.v.belt@nasa.gov
L3 Communications Vertex Aerospace, LLC	TBD	TBD	TBD
Leidos Innovations Corporation	Chireda Gaither	571-526-6026	chireda.b.gaither@leidos.com
LJT & Associates, Inc.	TBD	TBD	TBD
Lockheed Martin	Orysia Buchan	315-456-3018	orysia.d.buchan@lmco.com
Millenium Engineering and Integration Company	Daniel Deans	703-413-7740	ddeans@meicompany.com
Northrop Grumman	Jenifer Scoffield	435-863-2017	jenifer.scoffield@ngc.com
PAE Applied Technologies, LLC	Stephen Bettrel	281-224-5874	stephen.p.brettel@nasa.gov
Raytheon Company	Crystal King	571-250-3725	crystal_l_king@raytheon.com
Science Applications International Corporation (SAIC)	Elizabeth (Liz) Tomka	703-677-2910	elizabeth.a.tomka@saic.com
Sierra Lobo, Inc.	Chuck Stidham	567-401-1051	cstidham@sierralobo.com
Sierra Nevada Corporation	Velinda Highfill	775-849-6507	velinda.highfill@sncorp.com
Southwest Research Institute	Eva Carpenter	210-522-2237	eva.carpenter@swri.org
Teledyne Brown Engineering, Inc.	Debbie Batson	256-726-1393	debbie.batson@teledyne.com
The Boeing Company	Megan Donaldson	843-754-4306	megan.k.donaldson@boeing.com
Wyle Laboratories, Inc. d/b/a KBRWyle	Chemise Smith	301-464-7584	csmith@sgt-inc.com

Protégé Eligibility/Participation Requirements

- Protégé must be eligible for the award of Federal Government contracts.
- Protégé must be able to certify as small against the NAICS code size standard that represents the contemplated supplies or services to be provided by the Protégé to the Mentor.
- There is No limit on the number of times a Protégé can participate in the NASA MPP in the lifetime of the program, but only one agreement at a time.
- In those situations where Protégés have participated in past MPAs, the developmental assistance received from mentors cannot be duplicated.
- Protégé must be classified in one of the business classification types in order to participate in the NASA MPP.

Protégé Eligibility Requirements – Business Classification Types

- Small Disadvantaged Businesses (SDB)
- Women-Owned Small Businesses (WOSB)
- Historically Underutilized Business Zone Certified Small Businesses (HUBZone Certified)
- Veteran-Owned Small Businesses (VOSB)
- Service Disabled Veteran-Owned Small Businesses (SDVOSB)
- Historically Black Colleges and Universities and Minority Serving Institutions (HBCU/MSI)
- Companies participating in the AbilityOne Program
- Active NASA Small Business Innovation Research Phase II Program (SBIR Phase II)
- Active NASA Small Business Technology Transfer Phase II Program (STTR Phase II)

Two Types of Agreements

1. Credit Agreements:

- Under this type agreement, a mentor can count the cost of developmental assistance toward their subcontracting goals on a one to one basis.
- Credit is reported on the Mentor's individual subcontract report.

2. Award Fee Program:

- Under this type agreement a mentor is eligible to receive a separate award fee for the accomplishments of its developmental assistance to the protégé (\$100K max).
- To be eligible, protégé must be performing under and SBIR Phase II or STTR Phase II contract.
- The emphasis will focus on raising the Technology Readiness Level under the Phase II contract.

Creation of an Award Fee Panel

- NASA MPP PM will establish an award fee panel to monitor success.
- Award Fee Panel will review the annual reports and reviews to determine the amount of an award fee to be given at the end of the performance period.
- Award fee will then be transferred to the mentor via the contract vehicle that was modified to include the MPA.

When Selecting a Protégé

Mentor should consider the following:

- Entity with whom the mentor has an established relationship
- Entity's geographical proximity to the mentor
- Entity's attitude toward being mentored
- Will the developmental assistance provided by the mentor align with the protégé's strategic vision
- Synergy of both Mentor and Protégé's capabilities
- Commitment to agreement by both parties
- Stability of the entity's management
- Entity's financial status
- Entity's past performance
- Result of any previous contract/subcontract work between Mentor and Protégé
- Subcontracting expectations
- Whether entity is currently participating under another NASA MPA

So How Does It Work?

- Getting started, Mentor should meet with the Center's SBS, CO and COR to discuss plans for a MPA submission.
- It is the responsibility of the Mentor and Protégé to research the company which possesses the best synergy that best aligns with their organization's mission, vision and goals.
- Once the Mentor and Protégé have determined they are a good match, both organizations should collaboratively meet to conduct a needs assessment for the Protégé.
- When ready, the Mentor and Protégé can move on to the next step of submitting the necessary applications/templates.
- Mentor will submit its agreement to the Center where it has a large prime contract with an approved subcontracting plan and where IT will be working with its Protégé.
- Following the submission of the necessary applications/templates to the Center's CO, COR, and SBS, the information is vetted, endorsed and sent to the NASA MPP PM at MSFC for final approval.
- Center's SBS, CO and COR will be the primary POCs following approval.

Content of MPA Package

- Mentor's cover letter outlining content of agreement signed by the mentor POC
- MPA
- Protégé Application
- Mentor Application, if applicable
- Signed letters concurring to termination procedures, compliance for agreement reporting requirements, address that Mentor does not own more than 10% of Protégé and concur to needs assessment statement from both the Mentor and the Protégé
- Technical and Cost Proposals
- Work Breakdown Structure (WBS)/Gantt Chart and Milestone Chart
- SBS, CO and COR Endorsement Letters

Technical Proposal

Labor hours associated with each task should also be visible in the cost proposal, and traceable to the WBS.

- For Small Businesses: Ensure that there is a 70 percent Technical Transfer Assistance / 30 percent Business Development Assistance split based on both direct labor cost and direct labor hours.
- For HBCUs and MSIs, ensure that there is a 30 percent Technical Transfer Assistance / 70 percent Business Development Assistant split for both direct labor cost and direct labor hours.
- Proposal shall contain a milestone chart with soft dates to track the proposed technical assistance to be provided along with metrics to measure progress and completion of each developmental tasks.

Cost Proposal

- Labor hours/salary is allowable for employees on the mentor's payroll only, and should be traceable back to the Technical Proposal.
- Services to be provided by HBCUs/MSIs, PTACs, or SBDCs for training are allowable, but should not exceed 20 percent of the total cost of the developmental assistance.
- Cost may not include any type of fee or profit.
- Protégé travel expenses related to training are the only expenses that may be claimed for credit...marketing trips are not considered training.
- Other direct costs (ODC) which includes all other cost except labor, overhead, and general and administrative cost associated with direct labor (e.g., travel, training, equipment, software, etc.) may not exceed 10 percent of the total direct labor hours and direct labor cost of the proposal.
- ODCs are to be clearly presented for each year of the agreement, and for the length of the agreement.
- Purchases of capital equipment are not allowable and includes any equipment that would normally be depreciated would be consider capital equipment...all contractor furnished equipment (CFE) provided to the protégé for which the mentor received subcontract credit shall be abandoned in place at the protégé's facility upon agreement completion.

Additional Factors

- Milestones must be presented in a Gantt chart, either in the technical proposal or as a separate proposal.
- Tasks in the WBS must be in the same order that they appear in the Gantt chart.
- There must be a statement from the Mentor and Protégé stating that they will comply with all reporting requirements, that the Mentor does not own more than 10% of Protégé and that the Protégé will provide requested data for its company for two years after the agreement ends.

Kick-off Meetings, Semi-Annual Reviews, and Annual Reports

- A kick-off meeting will be held within the first 60 days of the official start date of the MPA.
- NASA MPP PM, SBS, CO and/or COR, Mentor, Protégé, and technical POCs will participate in the meeting.
- Meeting will outline the expectations of the partnership, Mentor and Protégé reporting requirements, and expected outcomes of the agreement.
- Informal Semi-annual performance reviews will be held to discuss the progress and accomplishments achieved under the agreement, and any concerns on behalf of the Mentor and Protégé.
- Annual Reports are due from both the Mentor and the Protégé (independently) 30 days after the end of each 12-month period, commencing at the start of the agreement.

Agreement Terminations

- A termination may occur when a Mentor and Protégé have decided to end their MPA relationship.
- Mentor, Protégé, or NASA may request the termination.
- Center SBS must send out a termination letter acknowledging the end of the agreement, and determine the official date of termination.

Mentor Terminations

- For Mentors, there are two types of terminations, voluntary or for cause.
- Under a voluntary termination, Mentor must notify the Protégé in writing at least 30 calendar days in advance.
- Under a termination for cause, Mentor must furnish the Protégé a written notice of the proposed termination stating the specific reason for such action at least 30 calendar days in advance.
- Protégé will have 30 days to respond to the notice and may rebut any issues and offer a proposed remediation plan.
- If Protégé rebuts and offers a proposed remediation plan, Mentor must either withdraw the notice, or issue the notice of termination to the Center SBS, NASA MPP PM, and all relevant parties involved.
- Mentor's decision to terminate for cause will be final, and not reviewable by NASA.

Protégé Terminations

- Protégé must submit a written and signed termination request for termination to the mentor at least 30 calendar days in advance of the Protégé's intent to terminate.
- Mentor is allowed to respond within that 30 day window, and may rebut any findings believed to be erroneous, and offer a remedial procedure.
- Protégé must either withdraw the notice of proposed termination and continue the MPA, or issue a notice of termination to the Center SBS, NASA MPP PM, and all relevant parties involved.

NASA Terminations

- If NASA terminates the agreement, a notice of termination will be sent to the Mentor, Protégé, all relevant parties, and the NASA MPP PM.
- Agreement's official termination date will be 30 calendar days from the issuance of the letter.
- Terminations by NASA should only be used after all possibilities have been exhausted, as the termination is final once the letter is issued.





OSBP UPDATES

A large, stylized graphic on the left side of the slide depicts a space scene. It includes a large, dark, cratered sphere (resembling the Moon) in the foreground, a bright sun or star in the lower left, and various other celestial bodies like a ringed planet and a smaller sphere in the background. A satellite with solar panels is visible in the lower left, orbiting a curved horizon line. The background is a mix of light blue and white, suggesting a nebula or star field.

Upcoming Webinars

Date	Topic	Guest
June 17, 2020	The Ins and Outs of Bid Protest	Representative from the NASA Office General Council

To learn more about the Small Business Program at NASA:



<http://www.osbp.nasa.gov>



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**The NASA SBIR/STTR Program's Phase I Solicitation period
has been extended through April 20, 2020.**

For more information, <https://sbir.nasa.gov/>